
JOB ANNOUNCEMENT

Job Title: **Support Services Administrator (Police Dept.)**

Status: **Permanent Full Time Position**

Salary: **Group 24 Step 1-15 \$1,393.24 to \$1,968.61 Bi-Weekly Salary DOQ**

Open Date: **November 3, 2015** Closing Date: **November 13, 2015 at 5:00 p.m.**

Description:

This position would supervise, organize and participate in office support activities of the department to include purchasing, budget preparation, statistical analysis, database management and other such duties. Provides leadership and management over some non sworn personnel of police department. Provides administrative support to the Chief of Police and police department, including assisting the public in person or by telephone; and drafting and typing correspondence, memos, or other documents and reports. Is responsible for maintaining filing systems and adequate inventory of supplies and adequate inventory of all evidence collected in the Police Department. Is responsible for completing written Federal, State, and Private grant applications, attending grant meetings, completing reports on grants awarded, and the administering of grants awarded. Supervise non-sworn personnel in Evidence and Records recognizing the legal sensitivity of the information that is necessary to submit to County and District Attorneys for effective criminal prosecution. Administers crime victim liaison program and performs administrative duties for the Criminal Investigations Division, Field Services and animal control unit as needed.

Qualifications:

High School graduation or its equivalent or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Other training as required by law or by the Chief of Police. Supervisory experience is preferred.

Content:

A City of Taylor Application is required for this position. Resumes alone WILL NOT BE ACCEPTED they must be attached to a City application. Please send your application to:

Mail or Deliver to: Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574

Questions:

Email: csilva-gonzales@taylortx.gov

Phone: (512) 352-5993

Website: www.taylortx.gov

Benefits: Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*.

Minorities are encouraged to apply.



JOB DESCRIPTION

Class No: 239

Job Title: Support Services Administrator
(Taylor Police Department)

Pay Group: 24

EEOC Category: Officials & Administrators

Date: November 2, 2015

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Supervise, organize and participate in office support activities of the department to include purchasing, budget preparation, monitors operating budget, statistical analysis, database management and other such duties. Provides leadership and management over non-sworn personnel in Evidence and Records of the police department. Provides administrative support to the Chief of Police and police department, including assisting the public in person or by telephone; and drafting and typing correspondence, memos, or other documents and reports. Is responsible for maintaining filing systems and adequate inventory of supplies. Oversees the sensitive, confidential, and critical nature of the Taylor Police Department Evidence and Records to lead to successful criminal prosecution and the administration of justice, as well as complying with the Texas Public Information Act. Is responsible for maintaining filing systems and adequate inventory of all evidence collected in the police department, Is responsible for completing written Federal, State, and Private grant applications, attending grant meetings, completing reports on grants awarded, and the administering of grants awarded. Supervise non-sworn personnel in Evidence and Records recognizing the legal sensitivity of the information that is necessary to submit to County and District Attorneys for effective criminal prosecution. Administers crime victim liaison program and performs administrative duties for the Criminal Investigations Division, Field Services and animal control unit as needed.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Police Commander of the Support Services Division and in some cases the Chief of Police.

Directs: This is a supervisory position over non-sworn Evidence and Records personnel.

Other: Has regular contact with co-workers, other city employees, related police agencies and organizations, and the general public.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Manage office support functions and serve as an intricate part of the Command staff and reports directly to a Police Commander and in some cases the Chief of Police.	Constant	N/A	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Manages and supervises some Support Service personnel including the records and evidence.	Constant	N/A	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Provides quality service to the public in person and over the telephone, transfers calls, takes and delivers messages to the appropriate individuals	5%	L	A, B, C, D, E, F, G, H, I, N, Q, R, S
Maintains knowledge of on-duty personnel and their assigned functions.	Constant	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Schedules and coordinates meetings for Chief and other personnel within the department; also schedules and coordinates tours, demos, parades, special events and programs to promote police/citizen interaction, etc.	3%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Responsible for informing personnel or the appropriate individual of scheduled meetings, tours, demos, and any upcoming events	2%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Responsible for preparing and verifying for accuracy, statistical reports of crime or other data, performing analysis on the data and preparing reports and/or presentations.	5%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Responsible developing and maintaining basic crime victim liaison program.	15%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Works as the custodian of evidence and evidence processing and enters data into computer for various department reports.	15%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Prepares the Monthly Uniform Crime Report, Monthly Police Activity Reports, and other reports for grants.	5%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Develops database and maintains files and filing system for department uniform and equipment inventory.	5%	L/M	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Maintains adequate inventory of office supplies and reorders as necessary	5%	L	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Prepares purchase order requisitions and updates budget report files as necessary	10%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Prepares budget by researching costs of equipment needed and entering the amounts needed onto the	10%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U

correct budget forms. Also, monitors operating budget throughout fiscal year.			
Performs general clerical duties, including copying and faxing documents, etc.	5%	L	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Prepares reports using spreadsheets, Word, Access, Excel, etc.	5%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Assists in giving directions and information as needed to the public.	5%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Reports equipment failures/problems to appropriate individuals	5%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Perform general clerical and administrative duties to support attainment of recruiting goals and delivery of excellent customer service to include typing on PC, filing, processing forms, answering the phone, and other duties required to maintain an organized and efficient operation.	Constant	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U
Organize, coordinate, and participate in special events and special programs.	10%	S	A, B, C, D, E, F, G, H, I, K, M, N, Q, R, S, T, U

PHYSICAL DEMANDS:

1. Overall Strength Demand

☒ Sedentary ☐ Light to ☐ Medium ☐ Heavy ☐ Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<input type="checkbox"/> A. Standing	<input type="checkbox"/> G. Reaching	<input type="checkbox"/> L. Crawling	<input type="checkbox"/> Q. Vision
<input type="checkbox"/> B. Sitting	<input type="checkbox"/> H. Handling	<input type="checkbox"/> M. Bending	<input type="checkbox"/> R. Hearing
<input type="checkbox"/> C. Walking	<input type="checkbox"/> I. Fine Dexterity	<input type="checkbox"/> N. Twisting	<input type="checkbox"/> S. Talking
<input type="checkbox"/> D. Lifting	<input type="checkbox"/> J. Kneeling	<input type="checkbox"/> O. Climbing	<input type="checkbox"/> T. Foot Controls
<input type="checkbox"/> E. Carrying	<input type="checkbox"/> K. Crouching	<input type="checkbox"/> P. Balancing	<input type="checkbox"/> U. Other
<input type="checkbox"/> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	In office setting
SITTING	To do almost all work required
LIFTING/CARRYING	When filing or picking up mail/packages. Storing boxes
HANDLING	Paperwork, grant applications and other documents
VISION	Critical to do accurate work

PUSHING/PULLING	When filing or picking up mail/packages, open/close drawers
REACHING/HANDLING	When filing or storing boxes, paperwork, documents
FINE DEXTERITY	To do all purchasing, reports, correspondence, etc.
KNEELING	When filing or taking supply inventory
CROUCHING	When filing or taking supply inventory
HEARING	At all times
TALKING	Communicate during the normal work day with other city employees, the public and co-workers

NON-PHYSICAL DEMANDS:

<u>F</u> time pressures	<u>O</u> noisy/distracting environment
<u>O</u> emergency situations	<u>F</u> tedious exacting work situation
<u>R</u> irregular schedule/overtime	<u>F</u> working closely with others as part of a team
<u>R</u> danger/physical abuse	<u>C</u> performing multiple tasks simultaneously
<u>C</u> frequent change of tasks	<u>R</u> other (describe below)
<u>R</u> varying periods of idle time interspersed with emergencies requiring intense concentration	

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic Management skills
- Standard office practices and procedures
- Business, English, spelling and punctuation
- Appropriate telephone etiquette, accounting and bookkeeping procedures
- Fair Labor Standard Act as it relates to payroll
- Microsoft Word, Excel, Access, Powerpoint, Publisher, Outlook, Internet
- Database development and maintenance
- Problem Solving
- Office equipment, i.e. calculator, various types of printers and copiers

Ability to:

- Ability to direct manage and mentor personnel
- Learn details of and develop crime victim liaison program.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative and maintain confidentiality of sensitive information

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Work independently and demonstrate great personal initiative.
- Demonstrate proficiency in both verbal and written communication
- Operate standard office equipment, including copy machine, laminator, fax machine, Multi-Line telephone system, two-way radio, adding machine, paging system
- Operate computer using Microsoft Word, Excel, Access, PowerPoint, Publisher, Outlook, Internet
- Prepare accurate and complete reports and enter data into computer accurately
- Take accurate and complete messages
- Establish and maintain effective working relationships with co-workers, employees city staff, related police agencies and organizations and the general public

ACCEPTABLE EXPERIENCE AND TRAINING:

High School graduation or its equivalent

At least two years experience in performing moderately complex clerical tasks

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

Other Training as required by law or by the Chief of Police.

Supervisory experience is preferred.

CERTIFICATES/LICENSES REQUIRED: None

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date



CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574****

Phone: (512)352-5993

www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

(LAST NAME) (FIRST NAME) (INITIAL)

(STREET ADDRESS, RFD, P.O. BOX)

(CITY) (STATE) (ZIP CODE)

Phone Numbers:(____)_____ Social Security Number _____

(____)_____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when? _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when? _____

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No

If yes, list name and relationship: _____

Minimum Salary Requesting \$_____ per _____

FOR OFFICE USE ONLY

Received _____ Ltr sent _____

Refs chkd _____ Bkgd ck _____

Interview _____ Hired _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? ☐ **Yes** ☐ **No**

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication? ☐ **Yes** ☐ **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver’s License? ☐ **Yes** ☐ **No** License # _____
Type of license: ☐ Class C ☐ CDL ☐ Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- ☐ Male
☐ Female

AGE (in years)

- ☐ Under 40
☐ 40 and above

RACIAL/ETHNIC GROUP

- ☐ Caucasian (Not of Hispanic Origin)
☐ Black (Not of Hispanic Origin)
☐ Hispanic Origin
☐ Asian or Pacific Islander
☐ American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- ☐ Posted Job Announcement
☐ Texas Employment Commission
☐ Current Employee
☐ Friend
☐ Newspaper _____
☐ Just walked in
☐ Other (specify) _____

DISABILITY

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

NEPOTISM CERTIFICATION

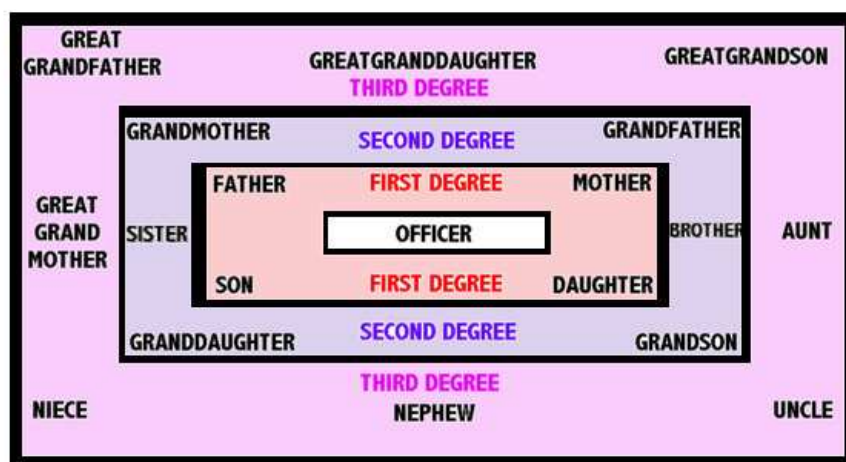
Applicant's Name _____

Position(s) Applying For: _____

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? ☐ Yes ☐ No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____ Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/Crime%20Records/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

NOEL BERNAL

Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ _____ initial

Purpose of CCH: _____

Empl ____ Vol/Contractor ____ _____ initial

Date Printed: _____ _____ initial

Destroyed Date: _____ _____ initial

Retain in your files